



BOARD OF GOVERNANCE STRUCTURE

- The **Board of Governance** (Board) has overall responsibility for the Hepatitis C Council of NSW Inc, an association incorporated in NSW, and has primary responsibility for direction, financial well-being and policy of the organisation. It meets monthly at the Council's offices in Surry Hills, Sydney.
- Responsibility for day-to-day management is vested in the Executive Officer (see Organisational Chart).
- The **Medical & Research Advisory Panel** (MRAP) comprises 11 external medical and public health specialists, acting in a voluntary capacity to provide advice to the Board on matters relating to hepatitis. Although a formal relationship exists, it is not a sub-committee of the Board.
- A **Complementary Therapies Advisory Panel** (CTAP) has been established. Its functions are similar to that of the MRAP, but focusing on information and advice about complementary, natural or alternative therapies and their relationship to hepatitis.
- Other committees and sub-committees of the Board meet either on a regular or ad hoc basis to discuss and make recommendations on matters pertaining to their particular areas of expertise and responsibility.
 - The **Fundraising and Marketing Sub-Committee** meets on an as required basis to plan particular activities and initiatives regarding both statutory and private income.
 - The **Personnel Sub-Committee** meets on an as required basis to discuss and agree matters pertaining to the personnel structure and terms and conditions of employment for staff.
- The **Editorial Committee** meets on a quarterly basis to provide advice, support and direction for the editor of *The Hep C Review*. It is not a sub-committee of the Board.
- Sub-committees have decision making powers in their delegated area of responsibility, with ultimate responsibility held by the Board.

MEETINGS STRUCTURE

- **Staff Meetings** – held regularly for the purpose of discussion by all staff regarding those day-to-day business matters affecting the operation of the Council office and its supporting structures.
- **Projects Meetings** – regular meetings of project staff to plan and agree actions on day-to-day services and strategies, excluding resource development, that are agreed in our overall business plan.
- **Resources Meetings** – regular meetings, similar to project meetings, but which plan and agree activities relating specifically to resource development. These resources may be generated by the Council or by other relevant agencies.
- **Supervisors Meetings** – held on an as required basis for the purpose of enabling staff who are in supervisory positions, and management, to plan and coordinate matters of a staff management nature. Additionally, this meeting serves as a support structure for staff with personnel management responsibilities.